

## GENERAL REGISTRAR

**Mission Statement:** The Office of the General Registrar is committed to providing each citizen of Loudoun County with the opportunity to exercise his or her right to vote in an efficient and equitable manner in accordance with the Constitution of the United States and the Commonwealth and the Code of Virginia.

**Description:** The General Registrar is a State-mandated office whose purpose is to register voters and maintain up-to-date voter registration rolls. In addition, the department receives and processes voter registration applications from various sources; provides voter registration applications at all libraries and community centers throughout Loudoun County; provides absentee voting prior to all elections; provides election related data to citizens and candidates; accepts and certifies candidate filings; and assists the Loudoun County Electoral Board with the training of election officials.

| Departmental Financial Summary | FY 02<br>Actual  | FY 03<br>Actual  | FY 04<br>Actual  | FY 05<br>Adopted | FY 06<br>Proposed |
|--------------------------------|------------------|------------------|------------------|------------------|-------------------|
| <b>Expenditures</b>            |                  |                  |                  |                  |                   |
| Personnel                      | \$255,273        | \$287,423        | \$275,290        | \$331,000        | \$449,000         |
| Operations & Maintenance       | 71,953           | 22,425           | 31,124           | 21,000           | 33,000            |
| <b>Total Expenditures:</b>     | <b>\$327,226</b> | <b>\$309,848</b> | <b>\$306,414</b> | <b>\$352,000</b> | <b>\$482,000</b>  |
| <b>Departmental Revenue</b>    |                  |                  |                  |                  |                   |
| Commonwealth                   | \$111,157        | \$54,389         | \$53,452         | \$54,000         | \$86,000          |
| <b>Total Revenues:</b>         | <b>\$111,157</b> | <b>\$54,389</b>  | <b>\$53,452</b>  | <b>\$54,000</b>  | <b>\$86,000</b>   |
| <b>Local Tax Funding:</b>      | <b>\$216,069</b> | <b>\$255,459</b> | <b>\$252,962</b> | <b>\$298,000</b> | <b>\$396,000</b>  |
| <b>FTE Summary:</b>            | <b>6.77</b>      | <b>6.77</b>      | <b>6.77</b>      | <b>6.77</b>      | <b>7.77</b>       |

**County Administrator's Recommendation:** The FY 06 proposed budget for General Registrar includes one enhancement for 1.00 FTE and \$52,000 in local tax funding and a \$32,000 increase in the reimbursement for the salary of the General Registrar from the State Board of Elections. In addition, local tax funding increases from health insurance costs and printing and mailing due to splitting two voting precincts.

### **Budget History:**

FY 02: The Board of Supervisors added 1.00 FTE for a deputy registrar position.

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### County Administrator's Proposed Enhancements

|               | Total Proposed Enhancements |          |                   |               |
|---------------|-----------------------------|----------|-------------------|---------------|
|               | Expenditure                 | Revenue  | Local Tax Funding | FTE/Positions |
| <b>FY 06:</b> | <b>\$52,000</b>             | <b>0</b> | <b>\$52,000</b>   | <b>1.00/1</b> |

**(Voter Registration)** This enhancement would provide one assistant registrar in the General Registrar's Office to maintain pace with increasing workload and decrease the amount of overtime required prior to each election. The Office currently has one General Registrar, one Deputy Registrar, and three full-time assistant registrars in the main office and one full-time and one part-time assistant registrar for Leesburg DMV. The position is needed to support the increase in workload resulting from the County's population growth. The position is needed to keep up with processing and filing of approximately 350 voter registration applications per week received from the Department of Motor Vehicle Offices. For the November 2004 election, over 250 e-mail ballots were sent in addition to thousands that were mailed. From January 2004 through January 2005, the number of registered voters increased by 14,236 or 11%. The biggest workload increase occurs around election time. This additional position is needed to assist with absentee voting, filing, and providing information to the public, processing change of addresses, maintaining the voter records, and preparing for future elections; while adhering to election laws. The enhancement would ensure that all qualified voters appear on the records for each election and that absentee ballots are distributed in a timely manner.

|        |          |   |          |        |
|--------|----------|---|----------|--------|
| FY 06: | \$52,000 | 0 | \$52,000 | 1.00/1 |
|--------|----------|---|----------|--------|